

INFORMATION BULLETIN

WORKFORCE INVESTMENT ACT

Number: WIAB02-6

Date: July 23, 2002

Expiration Date: 06/30/03
69:42:lh:6013

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: CLOSEOUT REPORTING FOR FISCAL YEAR ENDING JUNE 30, 2002

The purpose of this bulletin is to provide the Local Workforce Investment Areas (LWIA) and subgrantees with timelines for submitting a closeout package.

With the exception of Program Year (PY) 1999-2000 funds, all LWIAs/subgrantees must submit a complete closeout package 60 days after the expiration date of the subgrant. **For PY 1999-2000 funds, LWIAs must file Job Training Automation (JTA) closeout reports by July 20, 2002. A signed hard copy of the closeout report must be mailed (postmarked) no later than July 27, 2002.** For instructions on Workforce Investment Act (WIA) line item/subgrant closeout procedures, please refer to Draft Directive WIADD-37, *WIA Line Item/Subgrant Closeout Handbook*, dated July 10, 2002.

The LWIAs/subgrantees **with access** to the JTA system must electronically transmit all other closeout reports due for the period ending June 30, 2002, by August 20, 2002. All entities filing closeout reports electronically must mail their hard copy closeout packages to be delivered no later than August 30, 2002. The mailing address is provided in this bulletin.

Those subgrantees **without** JTA electronic access, filing other closeout reports due for the period ending June 30, 2002, must mail hard copies of their reports to substantiate all closeout entries to the Financial Management Unit (FMU) to be delivered no later than August 30, 2002. Please allow adequate time for mailing and processing of your documents.

REQUIRED CLOSEOUT DOCUMENTS

1. Line item closeouts require the following:

- Closeout Summary of Expenditures (WIA PXPDP) - 2 signed originals
- Closeout Status of Cash Report - 2 signed originals

2. Subgrant closeouts require the following:

- Closeout Summary of Expenditures (WIA PXPDP) - 2 signed originals
- Closeout Status of Cash Report - 2 signed originals
- Subrecipient Release Form/Subrecipient's Assignment of Refunds, Rebates and Credits Form - 2 signed originals

- Contract Closeout Tax Certification Form
- Closeout Property Inventory Listing (only if entities are no longer providing WIA-funded services)

All documents require a signature, and must be signed by the designated signatory authority approved to sign the subgrant.

Attention: WIA Closeout Desk
Financial Management Unit
Workforce Investment Division
P.O. Box 826880, MIC 69
Sacramento, CA 94280-0001

If you have any questions, please contact Erma Mason at (916) 653-1465 or Melissa Ochoa at (916) 653-1263 of the Financial Management Unit. For JTA questions, please contact the Automation Customer Support Unit's Help Desk at (916) 653-0202.

/S/ BILL BURKE
Chief
Workforce Investment Division